

2020 Census 32. Field Infrastructure Operation (FLDI) – State Side

Version: 3.0

Revision Date: January 16, 2019



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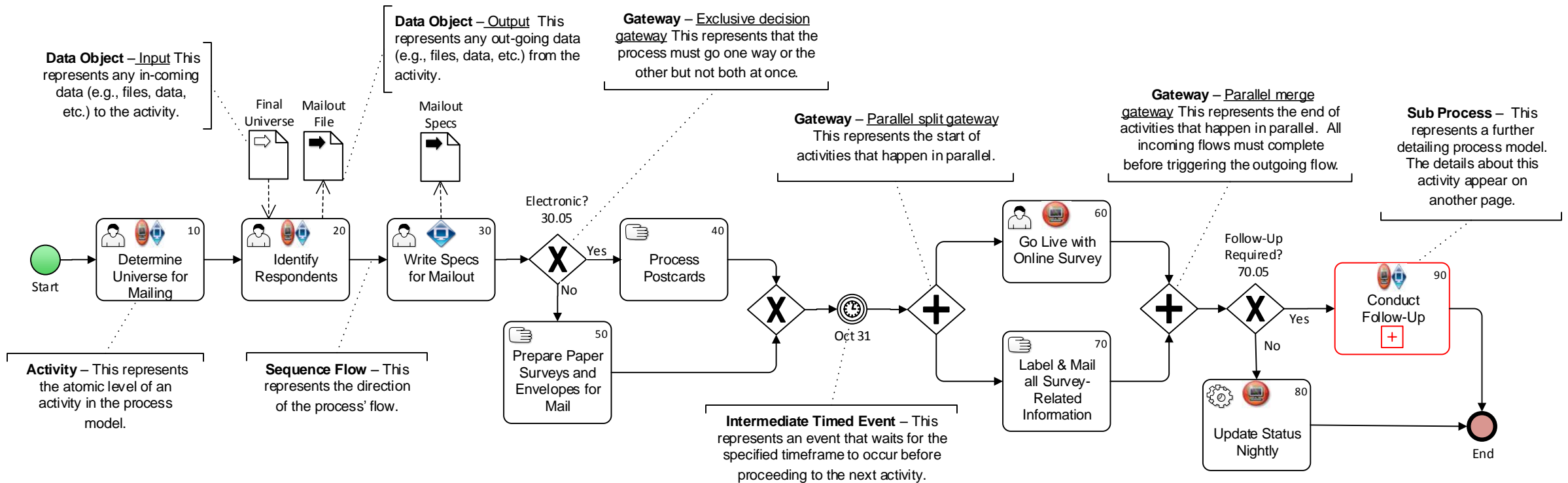
Major Revision Change History				
Date	Description	Author	Version #	Page #'s
06/02/2016	Baseline 1.0	Ahsan Chowdhury	1.0	All
08/19/2016	Baseline 1.1	Ahsan Chowdhury	1.1	All
02/22/2017	CR#151 Submit for approval	Ahsan Chowdhury	1.2	All
03/31/2017	CR# 186 Submit for approval	Ahsan Chowdhury	1.3	All
08/31/2017	CR# 502 Submit for approval	Ahsan Chowdhury	1.4	All
10/12/2017	CR# 521 Submit for approval	Ahsan Chowdhury	1.5	Page 17.
11/21/2017	Review awaiting C-SHaRPS Sync	Ahsan Chowdhury	1.6	6,8,9,10
12/04/2017	Incorporating Brian’s Comments	Ahsan Chowdhury	1.7	9
12/05/2017	Incorporating Lashonda’s Comments	Ahsan Chowdhury	1.8	6,8,9,10,18,19
02/14/2018	Update Recruit Applicants	Ahsan Chowdhury	1.9	6
03/14/2018	Update Select Applicants	Ahsan Chowdhury	2.0	8
05/11/2018	Update Recruit Applicants	Ahsan Chowdhury	2.1	6, 19
05/22/2018	Various FLDI updates	Ahsan Chowdhury	2.2	9,12,13,14
05/31/2018	Update 30.30 Process Background Check	Ahsan Chowdhury	2.3	9
06/20/2018	Various FLDI Updates	Ahsan Chowdhury	2.4	7, 10, 14, 16, 17, 18, 19
07/19/2018	Updated w/recruiting line	Ahsan Chowdhury	2.5	6
09/19/2018	Updated w/Sept 19 Doc	Ahsan Chowdhury	2.6	All
10/18/2018	Updated purpose statements based on Sept 9 Mtg	Ahsan Chowdhury	2.7	4, 6
11/19/2018	Updated outstanding issues	Ahsan Chowdhury	2.8	9, 10, 13
12/06/2018	Incorporated Dec 4 DOP	Ahsan Chowdhury	2.9	10,12,15,16, 18
01/16/2019	Incorporated CR# 6783	Ahsan Chowdhury	3.0	9, 10







Reading and Understanding the Model

Example Activity Model

BPM Purpose

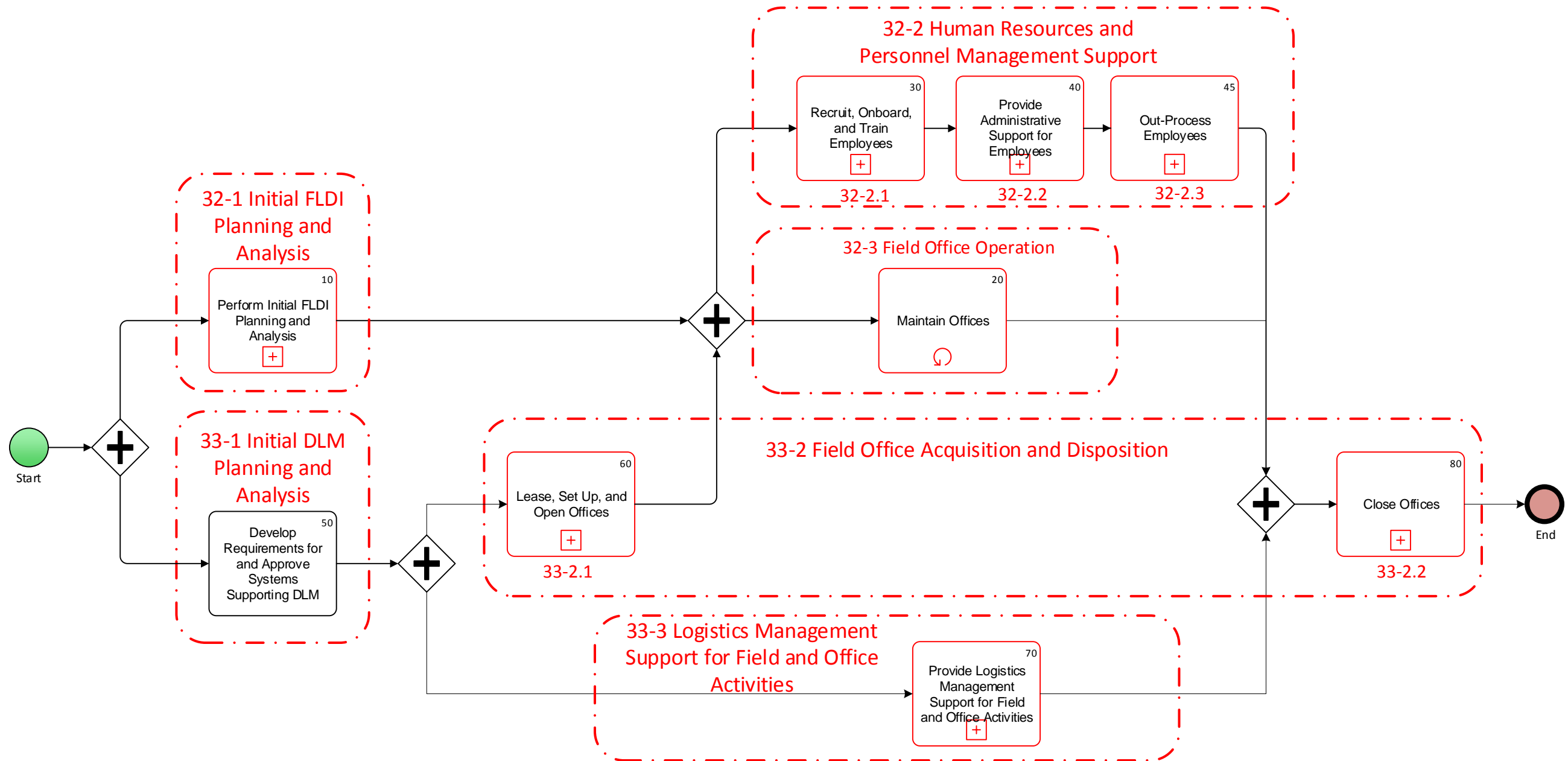
- Describe Census Operations business processes – activities, resources and key milestones
- Provide the details necessary for non-subject matter experts to understand the business process
- Contribute to the requirements development process
- Facilitate the linkage of business processes to IT capabilities
- Capture Operations inputs and outputs



Key:	Activities										Gateways		Data Objects		Other	
Events																
Start:											Exclusive:		Input:		Sequence Flow:	
End:											Parallel:		Output:		Association:	
Intermediate Timed Event:											Event Based:		Data Store:		Annotation:	
Flow continued on another page:																
Flow continued from another page:																

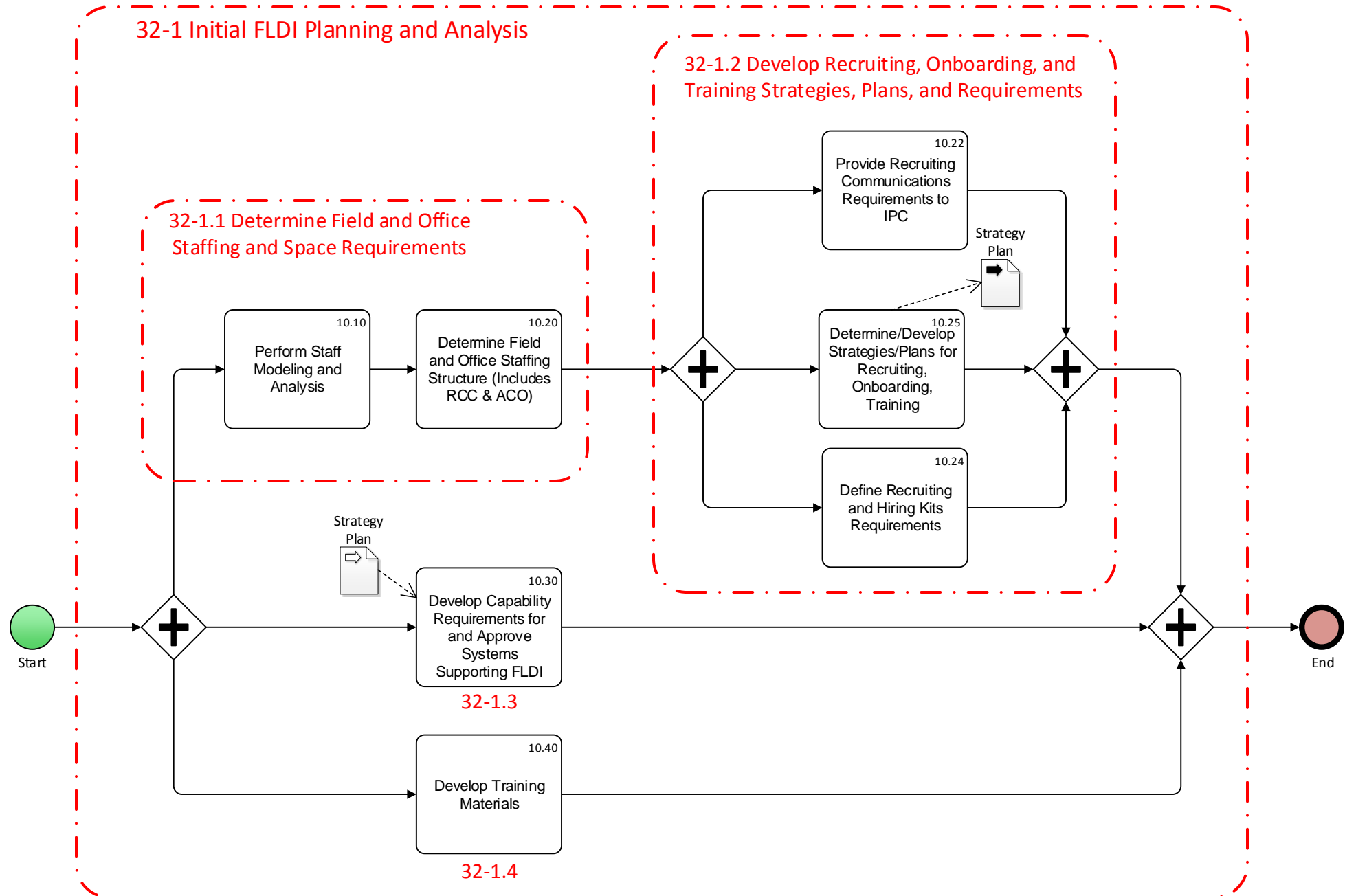
2020 Census 32. Field Infrastructure Operation (FLDI) and 33. Decennial Logistics Management Operation (DLM)

Purpose: To provide the administrative infrastructure for data collection covering the 50 states, the District of Columbia, and Puerto Rico. FLDI supports recruiting, hiring and onboarding, personnel and payroll administration, training, management and supervision, clerical support, and printing and plotting. DLM coordinates space acquisition for and lease management of the RCCs, PRAO and ACOs as well logistics management services, which includes procuring warehouse space, warehousing, inventory management, kit assembly, deployment of materials, and receiving and excessing materials.



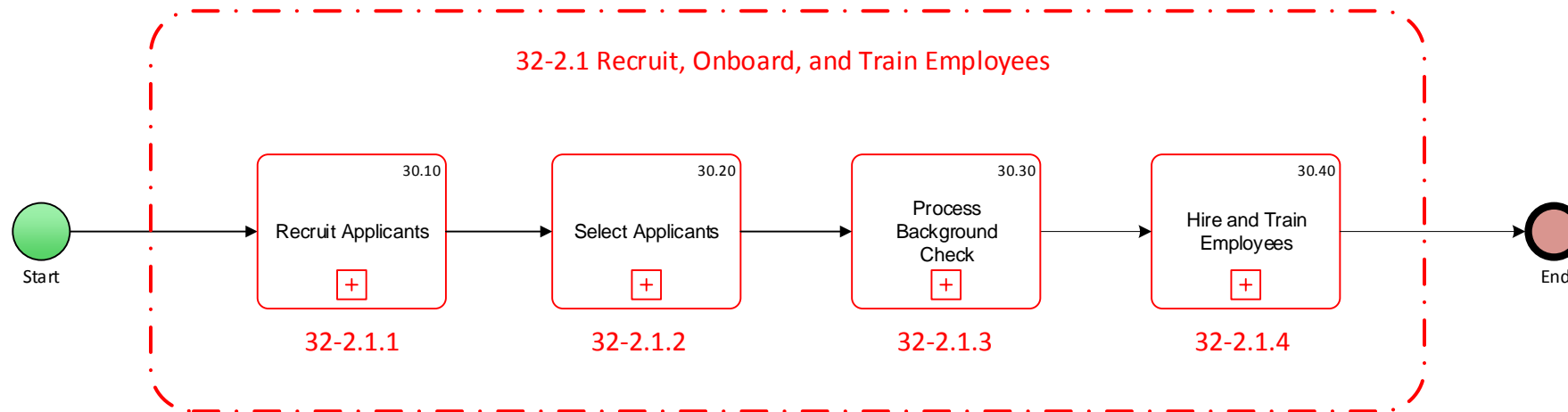
10. Perform Initial FLDI Planning and Analysis

Purpose: : To conduct the planning and analysis for office and field staff, including: development of strategies, plans, and requirements for recruiting, onboarding, and training; determining requirements for systems supporting FLDI; and developing training materials.



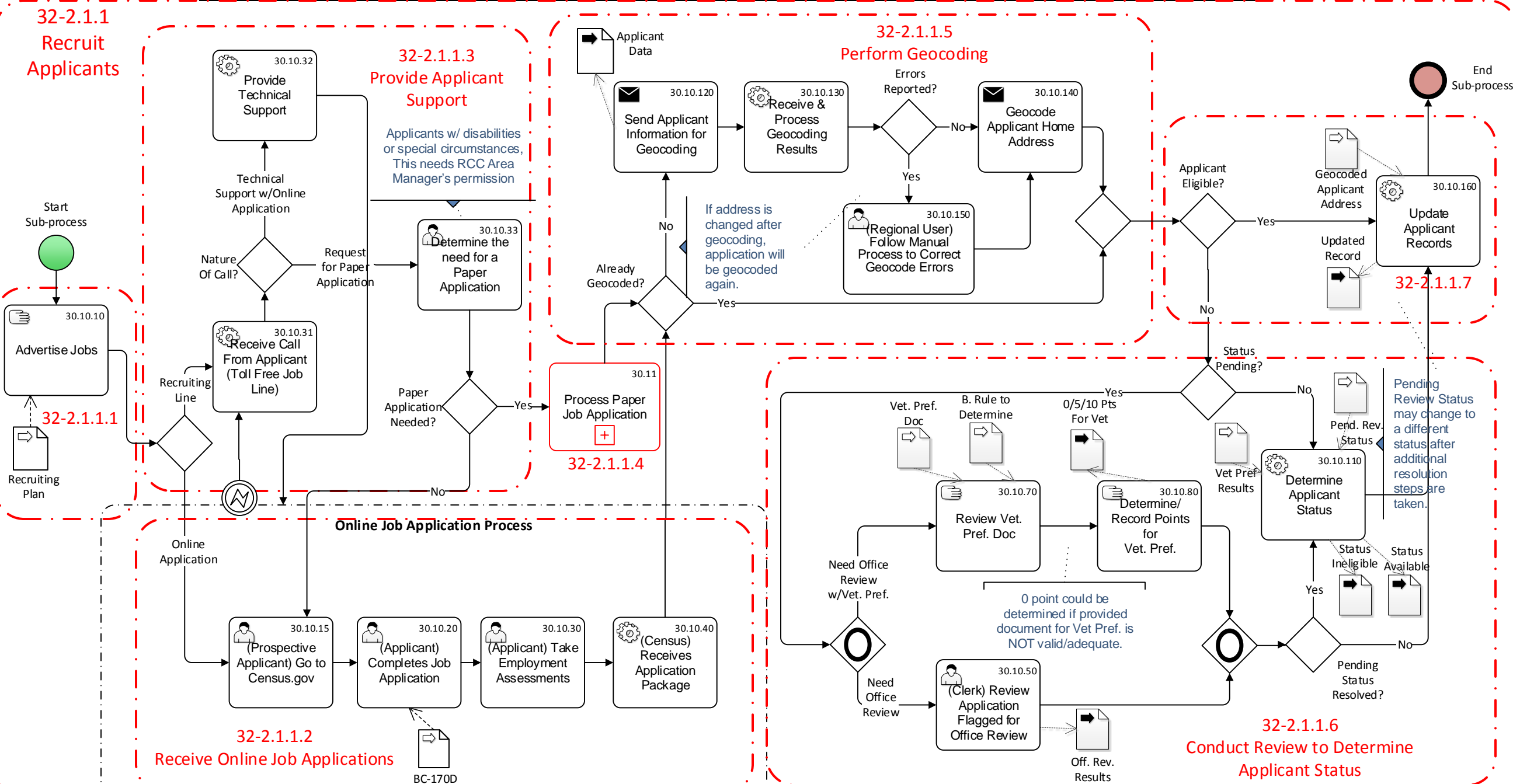
30 Recruit, Onboard, and Train Employees

Purpose: To recruit, onboard, and train field staff and administrative employees hired to support the field activities for the 2020 Census.



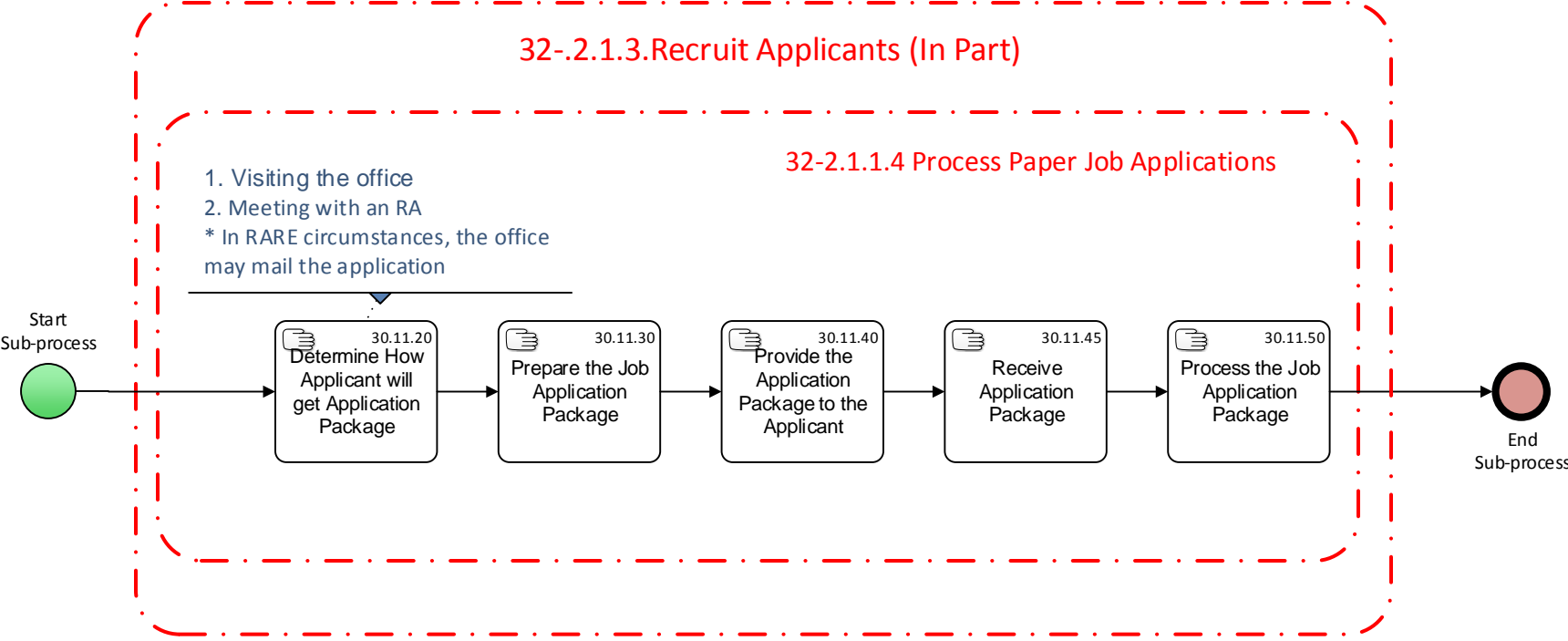
30.10 Recruit Applicants

Purpose: To attract and determine eligibility of candidates to conduct field data collection and related administrative activities for the 2020 Census.



30.11 Process Paper Job Applications

Purpose: To process paper job applications for the 2020 Census.

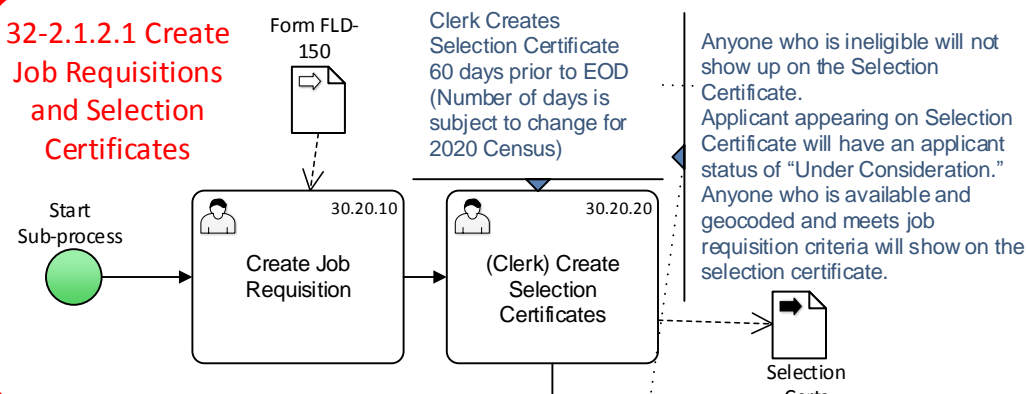


30.20 Select Applicants

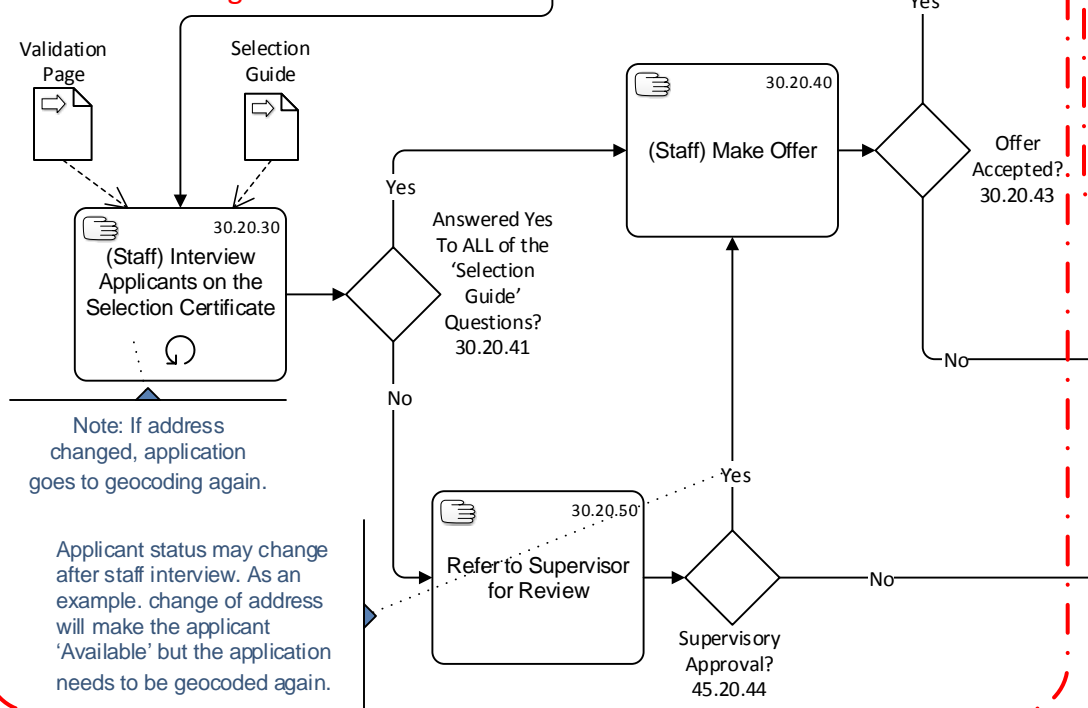
Purpose: To select qualified applicants from the pool of eligible candidates to conduct field and related administrative activities for the 2020 Census.

32-2.1.2 Select Applicants

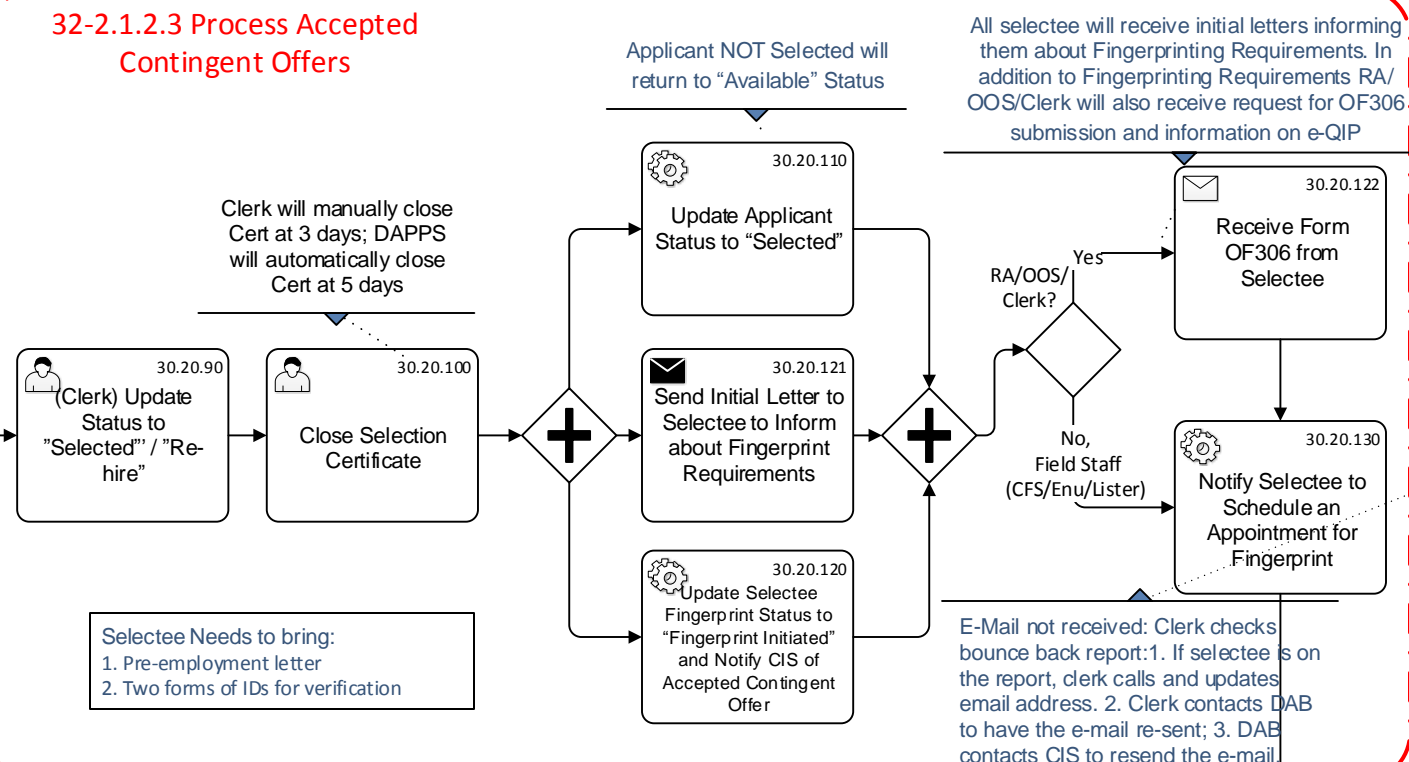
32-2.1.2.1 Create Job Requisitions and Selection Certificates



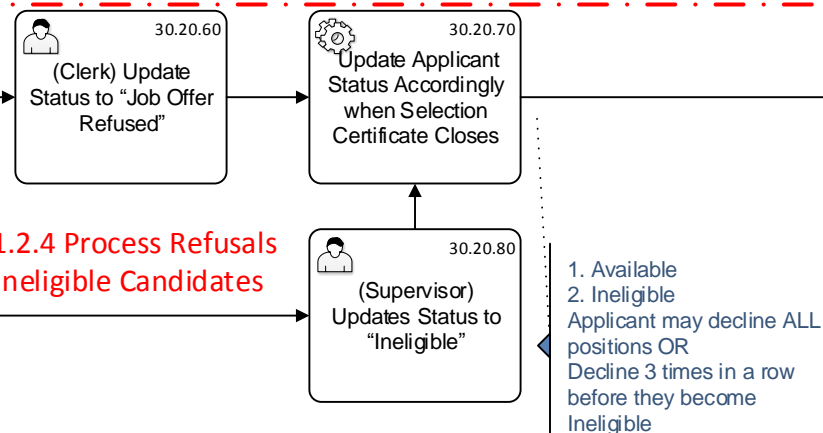
32-2.1.2.2 Make and Execute Hiring Decisions



32-2.1.2.3 Process Accepted Contingent Offers

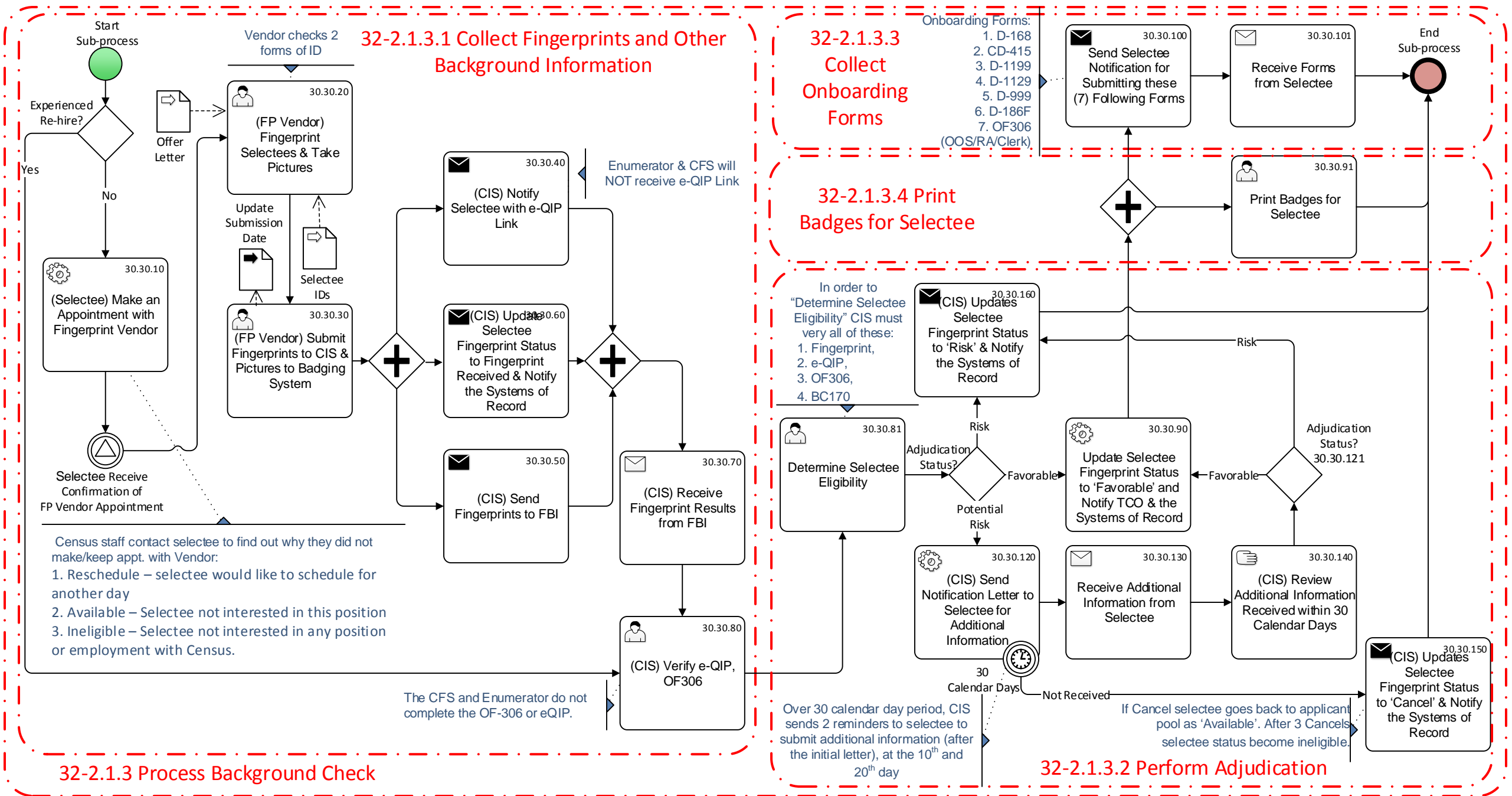


32-2.1.2.4 Process Refusals and Ineligible Candidates



30.30 Process Background Check

Purpose: To review selected applicants' backgrounds to ensure they are eligible to be hired to support the field and related administrative activities for the 2020 Census.

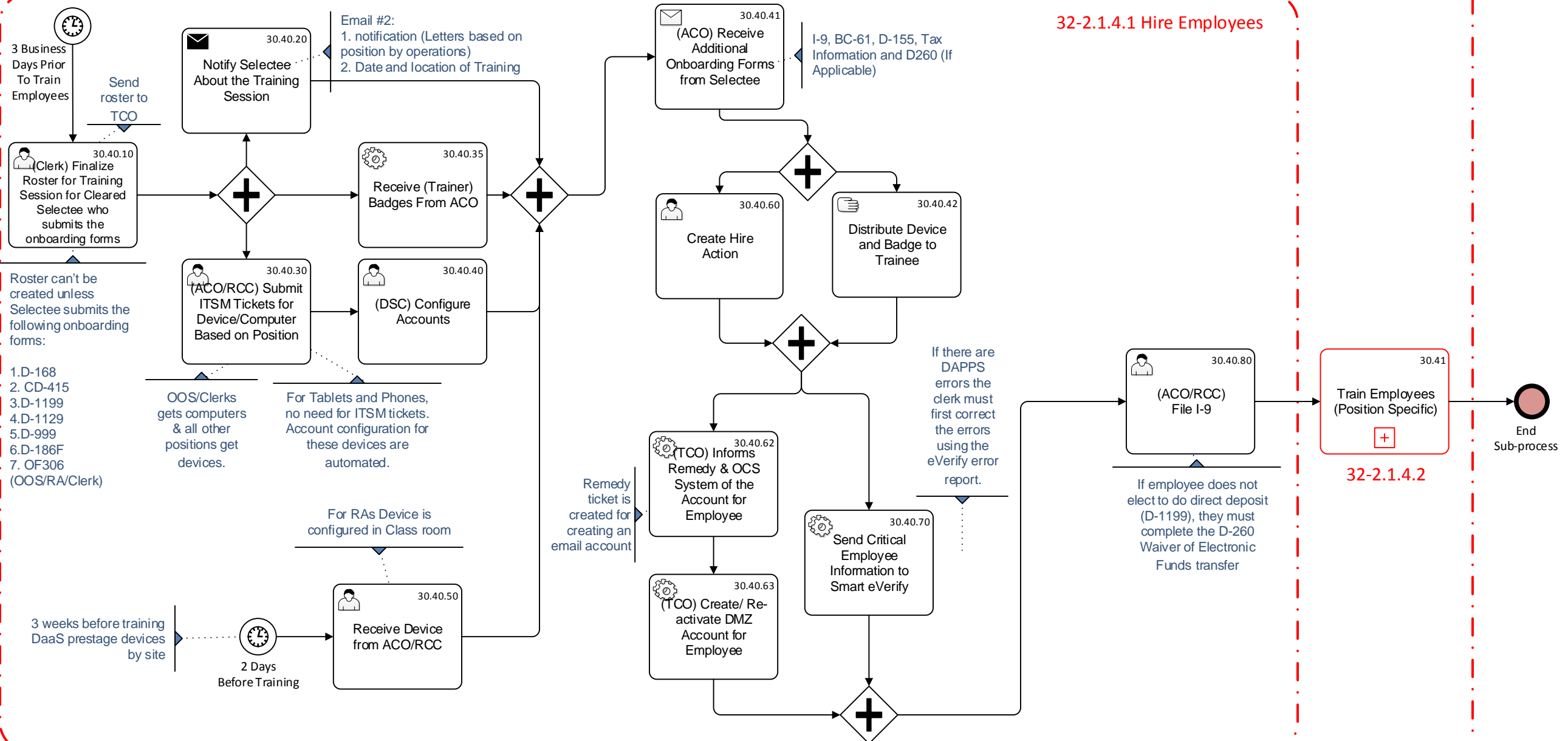


30.40 Hire and Train Employees

Purpose: To complete the hiring process for selected candidates who pass the background check.

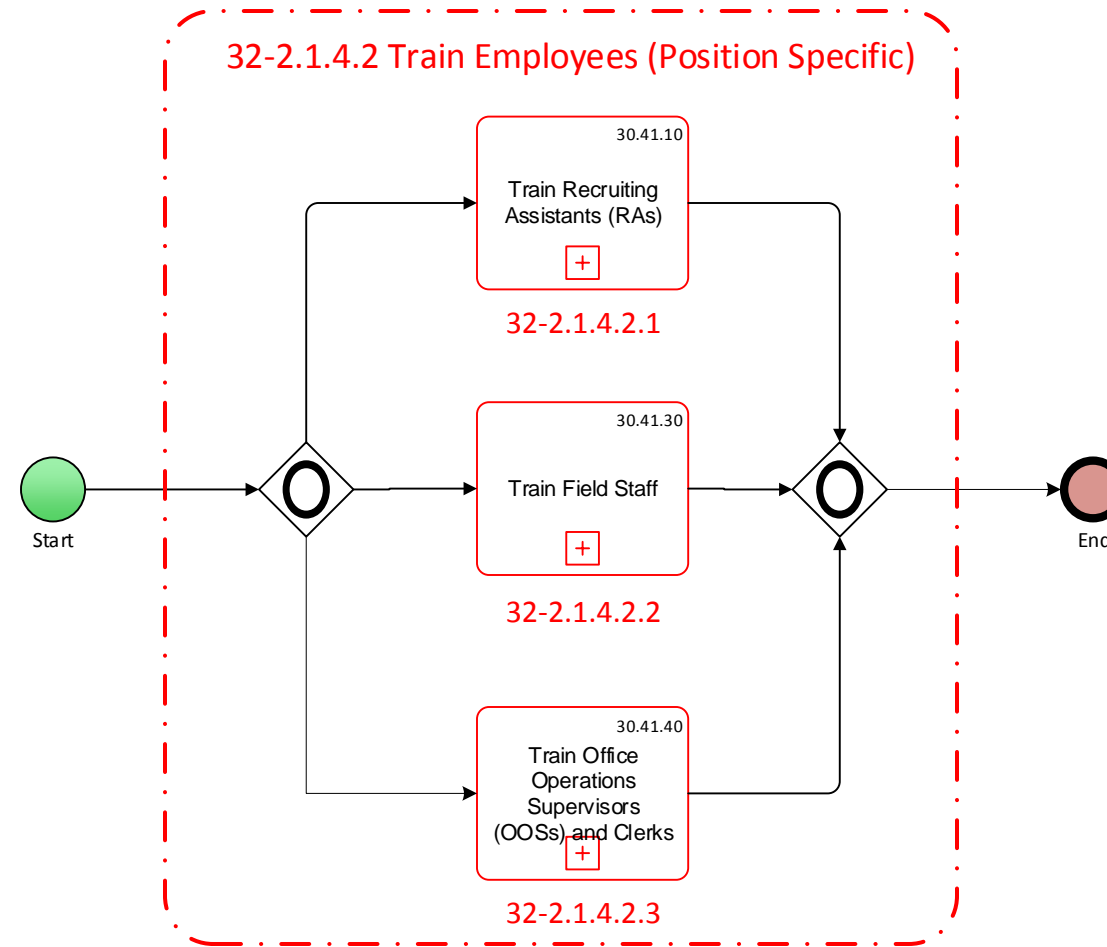
32-2.1.4 Hire and Train Employees

32-2.1.4.1 Hire Employees



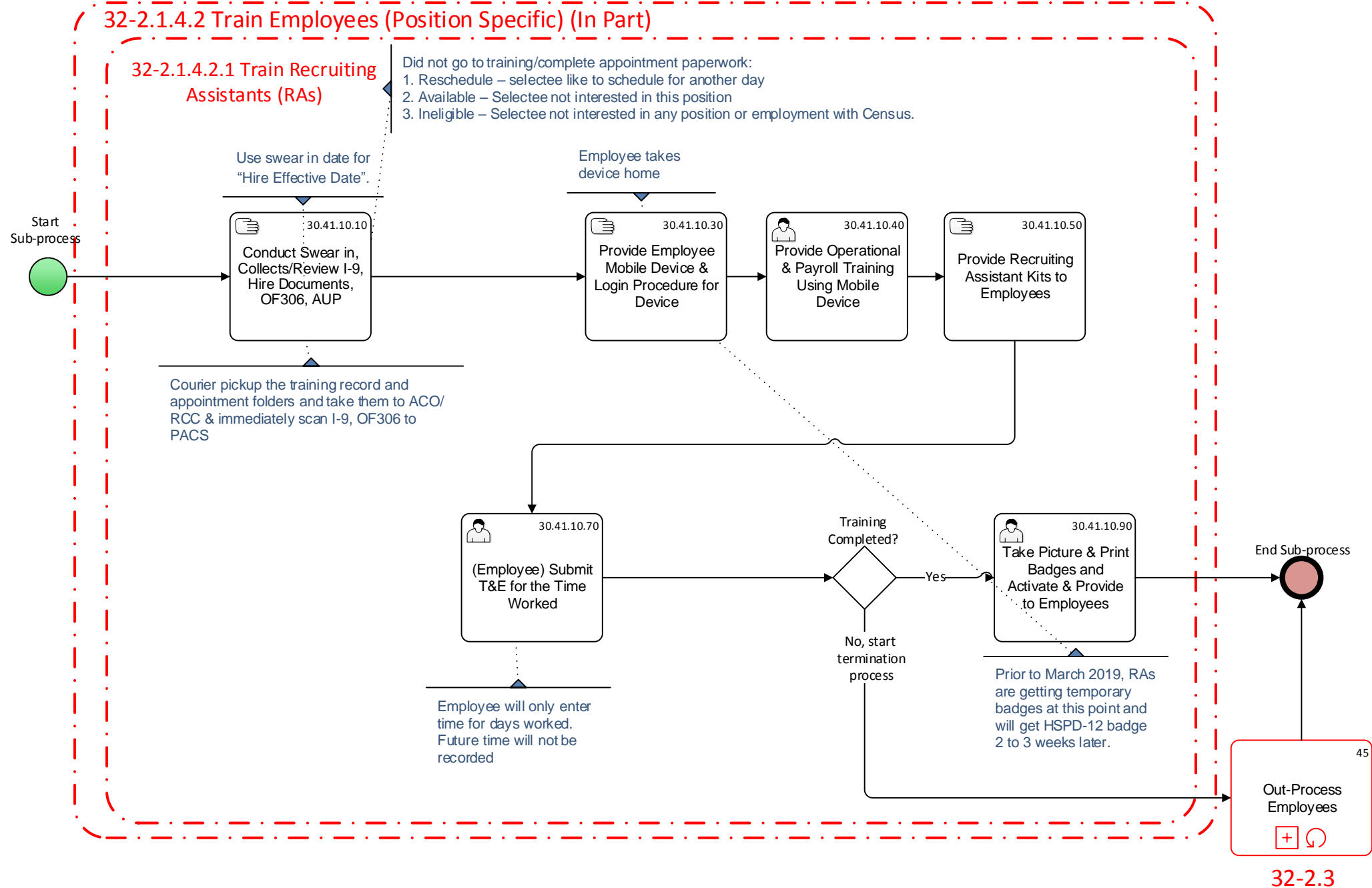
30.41 Train Employees (Position Specific)

Purpose: To train hired employees so that they are able to perform their assigned responsibilities (recruiting, field data collection, supervising and clerical support) for the 2020 Census.



30.41.10 Train Recruiting Assistants (RAs)

Purpose: To train recruiting assistants so they can successfully recruit field data collection and administrative staff for the 2020 Census.

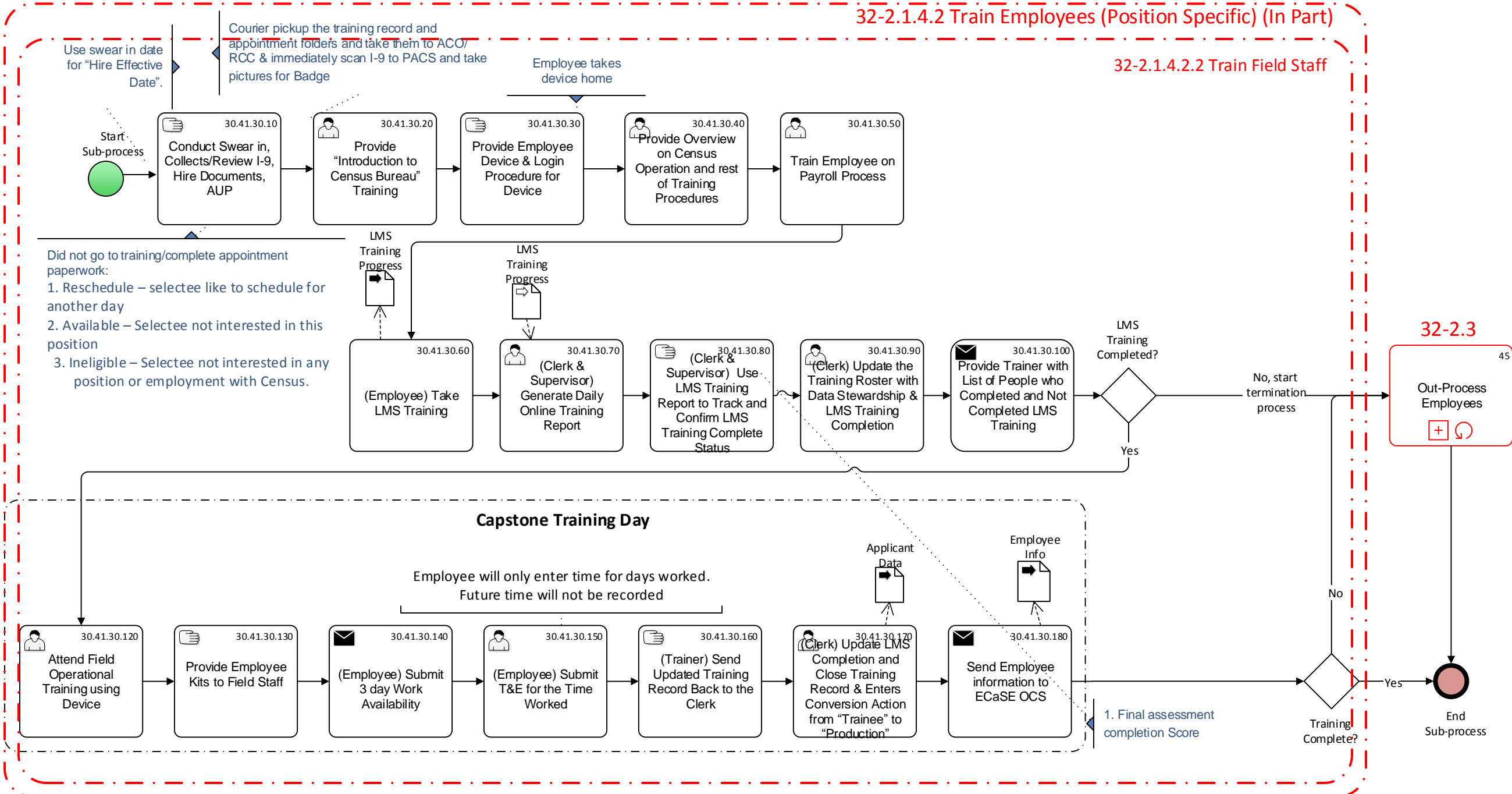


30.41.30 Train Field Staff

Purpose: To train field staff so they can successfully complete their field data collection responsibilities for the 2020 Census.

32-2.1.4.2 Train Employees (Position Specific) (In Part)

32-2.1.4.2.2 Train Field Staff

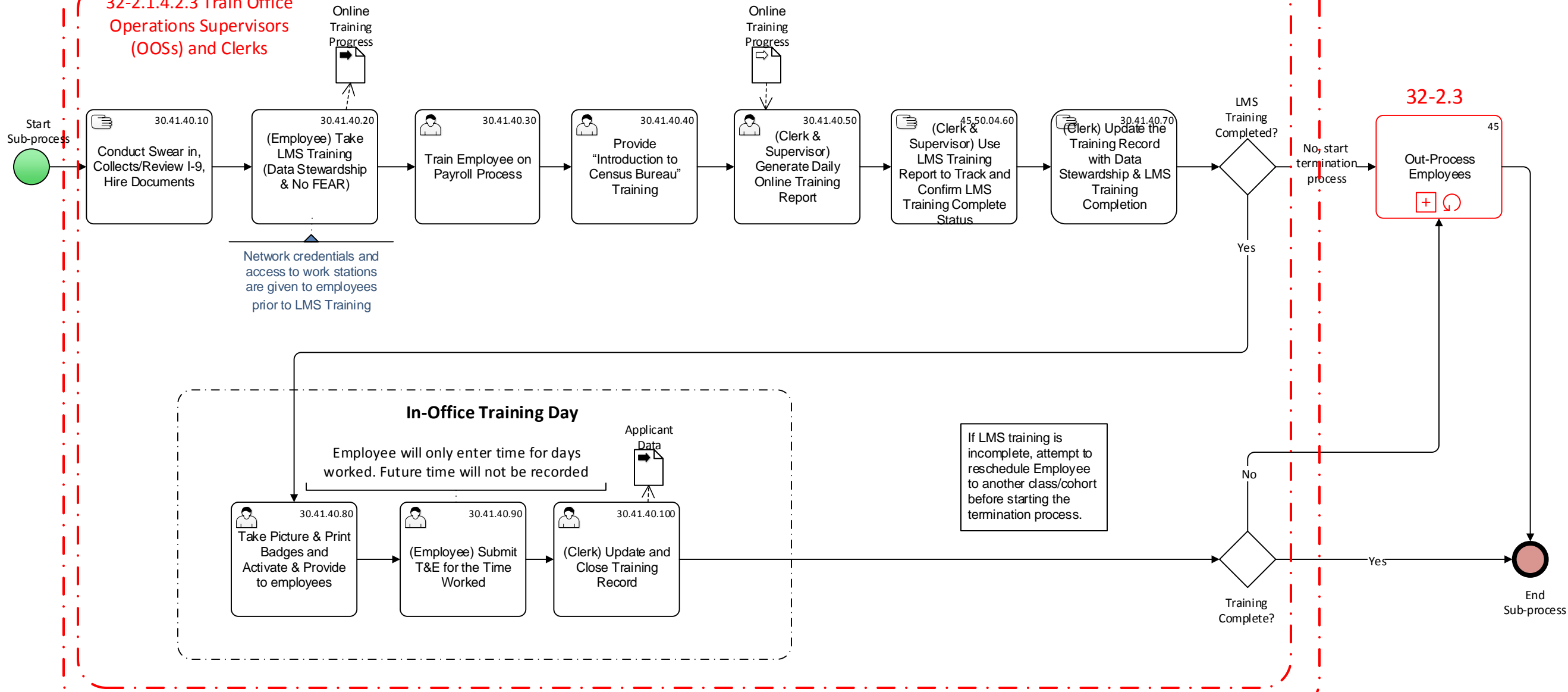


30.41.40 Train Office Operations Supervisors (OOSs) and Clerks

Purpose: To train office operations supervisors and clerks so they can successfully meet their supervisory or clerical responsibilities for the 2020 Census.

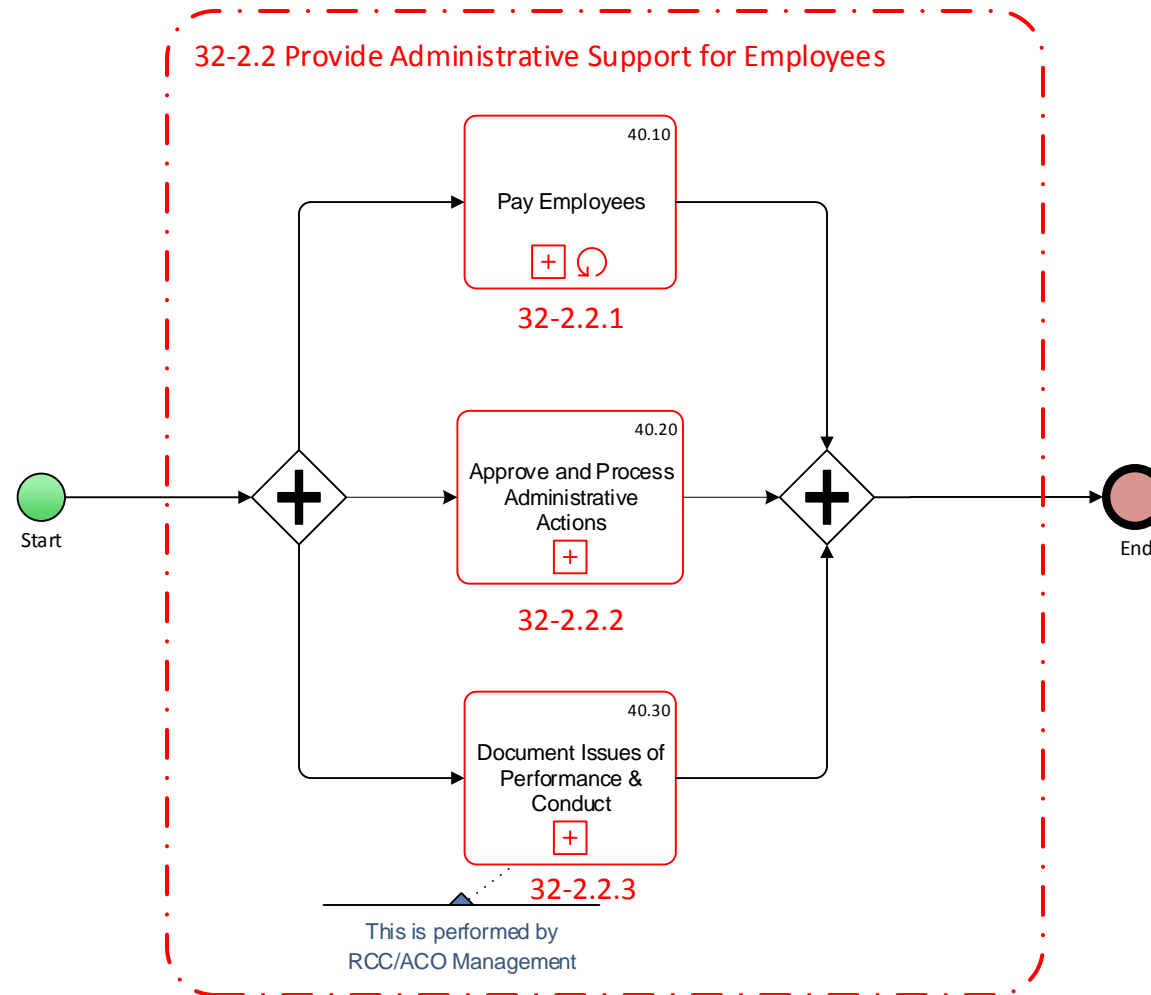
32-2.1.4.2 Train Employees (Position Specific) (In Part)

32-2.1.4.2.3 Train Office Operations Supervisors (OOSs) and Clerks



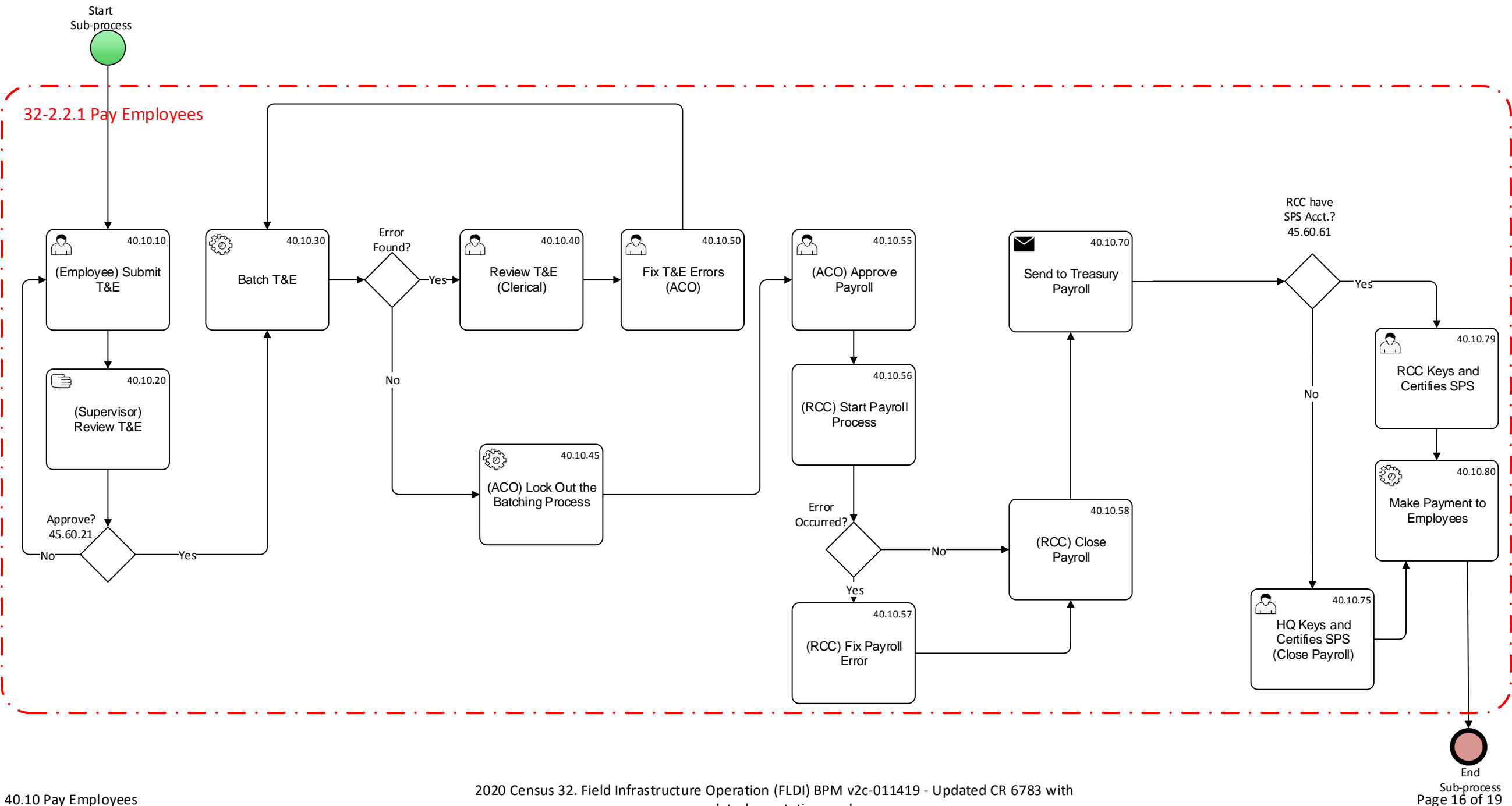
40 Provide Administrative Support for Employees

Purpose: To pay employees and process administrative actions (including out-processing) for field staff and administrative employees hired to support the field activities for the 2020 Census.



40.10 Pay Employees

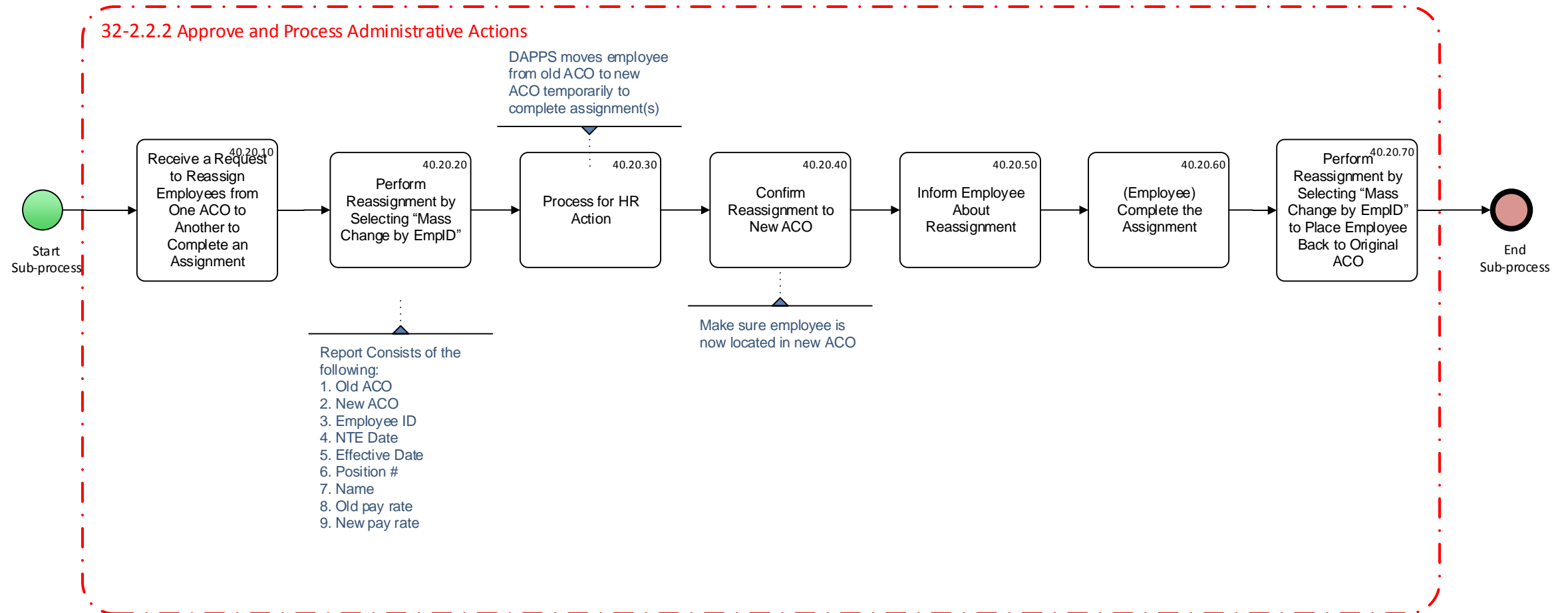
Purpose: To administer all payroll processing activities (including making payments) for field staff and administrative employees hired to support the field activities for the 2020 Census.



40.20 Approve and Process Administrative Actions

Purpose: To process all administrative actions required when field staff supporting the 2020 Census are temporarily reassigned to another office.

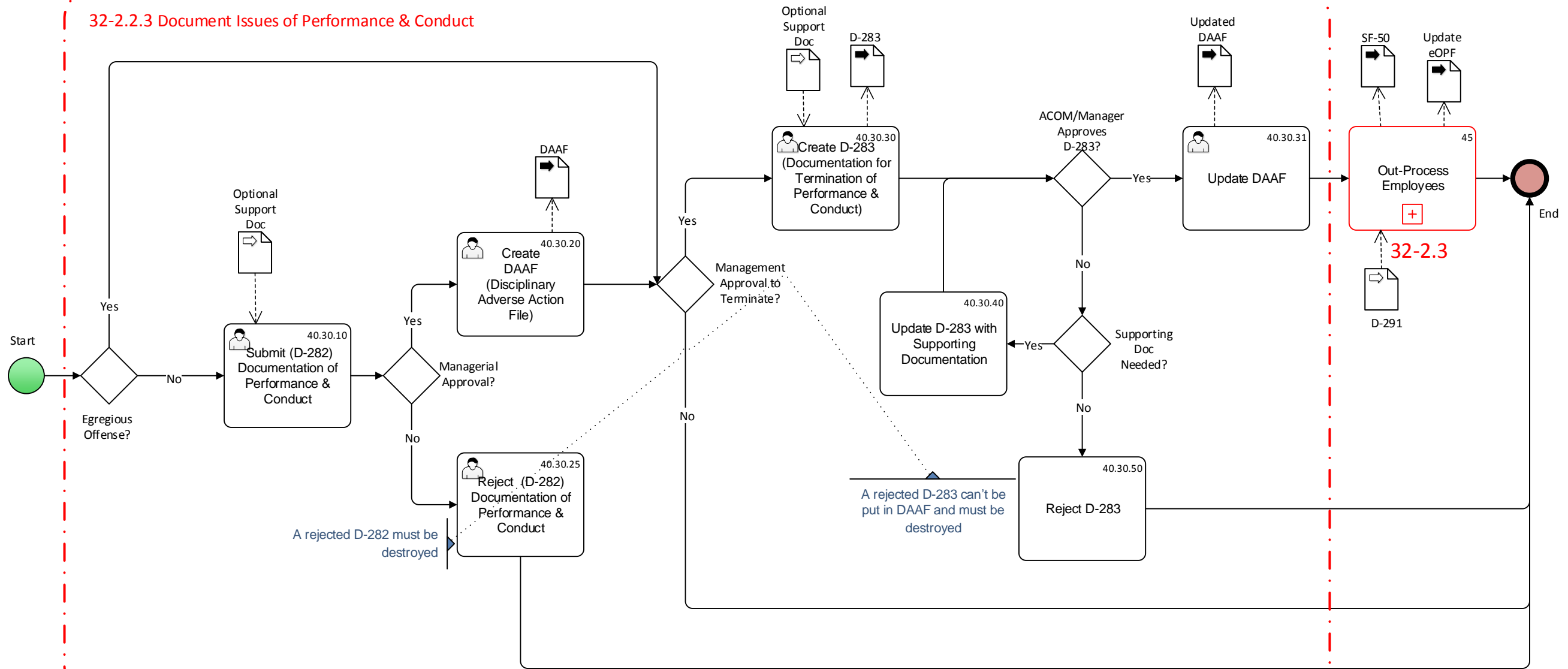
Source Doc: D-581
Chapter 7; Topic 5



40.30 Document Issues of Performance & Conduct

Purpose: To document issues of performance and conduct for field staff and administrative employees hired to support the field activities for the 2020 Census.

32-2.2.3 Document Issues of Performance & Conduct



45 Out-Process Employees

Purpose: To handle all activities associated with terminating/out-processing field staff and administrative employees hired to support the field activities for the 2020 Census.

